

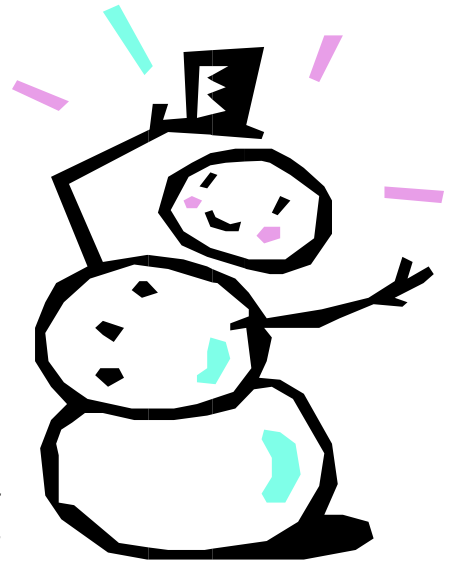
FORRESTAL GARAGE PARKING TIPS & SUGGESTIONS FOR OUR CUSTOMERS

Department of Energy

No. LIX
January 2003

Parking Permit Fee for 2003

The contract for the operation of the Forrestal garage is being extended effective January 2003. This is the fourth option year on a five-year contract. The contract stipulated that the annual price adjustments will be necessary to cover the hourly pay for the parking attendants, as well as, other contract administration costs (i.e. insurance, uniforms, permits, telephones, etc.). Effective with the purchase of January 2003 the price for parking will be \$25.00 per month. If you have any questions on this matter, please contact Byron Deegan on 586-9285.



Options for Purchasing Permits

Permit holders, you now have the option of buying your parking permit in one of two ways. The options available are purchasing your permit monthly or quarterly. The quarterly permits will be available for purchase during sales in January, April, July and October. The quarterly permit cost is \$75.00 and can be paid by either cash or check. You will also have the option of purchasing your quarterly permit with a credit card, check card or debit card (MasterCard/Visa only), but you will incur an additional \$2.00 surcharge, making the total \$77.00 a quarter. When buying your quarterly permits, you will not be able to receive a refund. Should you leave the agency, not use a permit for a month due to suspension or any other reason, or have an emergency, no refunds are possible. If suspended, you can not carry over or be given a refund for that month. In all cases, you can not resell or give the permit to another member for use in the garage. This is an effort to keep administrative cost down and keep the price of permits as low as possible. If your quarterly permit is lost or stolen, you can purchase a duplicate for a fee of \$15.00. If you have any questions or concerns, please contact the Parking Management Office on 586-4271.



DEPARTMENT OF ENERGY

Parking Permit Sales

Because many employees will be on leave or have use-or lose leave to use prior to the end of the leave year, we will begin sales on December 19, 2002 and continue through January 8, 2003. The parking booth will be open to sell permits between the hours of 8:00 am through 3:00 pm. To reduce waiting time at the booth, we ask the permit holders to please have their authorization card, proper government identification and old permits in hand.

We're on the Web!

<http://ma.mbe.doe.gov/admin/ParkingHome.htm>

Car Pool Anyone?

If anyone is interested in beginning a car pool between the areas of Connecticut Avenue and Wisconsin Avenue near Chesapeake Street, NW, please contact the Parking Management Office at 586-4271 for details.

Parking While on Travel

Many permit holders are required to travel around the country on official business. As a courtesy to our monthly permit holders, the Forrestal garage is available for permit holders to park their car for the duration of their trip. The following are guidelines that you should take if you wish to leave your car in the Forrestal garage.

- ' Have your valid monthly permit displayed in the parked car for the duration of your trip.*
- ' Notify the parking attendants of your desire to leave the vehicle in the garage.*
- ' The car must be parked against the wall.*
- ' Notify the attendants of the lane the car is parked in to avoid any confusion. Make sure the vehicle is locked. Do not leave your keys with anyone. The parking attendants are not responsible for moving your car.*

Hopefully this will help to accommodate you during your travel.

Customers purchasing the one day temporary parking permits will not be able to use this service. The one day temporary parking permits are for the day of purchase only and you are only allowed to purchase two per month.

